



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-10-096	OPENING DATE: 05-16-11	Open Until Filled First Screening – 06-13-11	OPEN TO ALL APPLICANTS
POSITION: Deputy Clerk of the Court of Appeals	TYPE OF APPOINTMENT: Court Executive Service III	SALARY: \$137,900 - \$159,363 DC Courts non-judicial employees receive federal retirement and benefits	
D.C. Court of Appeals	LOCATION: 430 E Street, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: The incumbent assists the Clerk of the D.C. Court of Appeals in directing the day-to-day activities of the D.C. Court of Appeals (DCCA), including case processing, courtroom activities, opinion release and mandate issuance, the Committee on Admissions and Unauthorized Practice of Law, and information technology, as well as oversight for Case Management Operations. Directs coordination between the DCCA and other entities from which appeals are taken. Directs preparation and servicing of the DCCA calendar, issuance of opinions and mandates, and processing of Rule 40 petitions. Directs implementation of the CJA and CCAN. Assists the Clerk in developing and implementing the annual Management Action Plan, aligned to the D.C. Courts' strategic plan. Recommends operating policies, practices and procedures to enhance the DCCA's overall effectiveness and efficiency. Directs the work activities of the DCCA's legal staff, Calendar Clerk, and Opinions Clerk. Ensures compliance with the D.C. Courts human resource policies and procedures. Directs coordination/transition issues between the Public Office and Case Management/Calendar operations, to develop and execute appropriate resolutions/responses. Maintains close coordination with operating divisions of the Superior Court, the Appeals Coordinator, and the Court Reporting Division, to anticipate and respond to changes/problems/challenges, as well as to develop and oversee coordination of initiatives to address mutual problems. Serves as primary point of contact for the DCCA website, hosted by the D.C. Bar. Issues mandates and prepares, maintains, and releases a variety of reports on the issuance of published and unpublished opinions. Directs oversight of law practices in D.C. and the administration of bar exams. Participates in the Strategic Planning Council and the Management Training Committee. Plays a key role in the DCCA Web Council, and oversees the development of a new electronic case management system.

MINIMUM QUALIFICATIONS: A law degree PLUS six (6) years of management experience. Must be a current member of the DC Bar, or must become a member within nine (9) months of appointment. **Proof of education and bar membership MUST be submitted with application, or application will not be considered.** Please include a copy of your last performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor, on separate sheet(s) of paper. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Experience in conducting legal research, understanding and interpreting written laws, rules and regulations, and applying them in the review of court procedures, forms and documents.
2. Ability to perform in a leadership capacity to plan program initiatives, develop performance objectives and monitoring systems, assess staff needs, and select and supervise staff.
3. Ability to communicate, orally and in writing, and to establish and maintain effective working relationships with a wide variety of personnel such as Judges, Court managers and administrators, attorneys, government agencies and other judicial agencies.
4. Ability to coordinate and oversee activities of diverse personnel, offices and groups on a daily basis, to resolve conflict, and to maintain an effectively coordinated operation.
5. Experience with, and ability to direct the development, implementation, and evaluation of an electronic case management system.

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.

Email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.